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| Item # | ***Topic/Activity*** | ***Notes*** |
|  | Welcome | * Cookies and water were served
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|  | Agenda Approval | * Agenda was reviewed and approved
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|  | Membership | * Miguel Mauricio will continue as our student representative
* Classified membership will be confirmed at Classified Senate meeting on 9.7.12. Currently Allison Carlson and Margaret Hertstein are confirmed members, however with Margaret’s upcoming retirement; we will need 2 new appointments.
* Faculty membership is currently: Joe Meyer, Carol Hernandez, and Danielle Liubicich.
* Bob and Kevin will need to determine official membership from management
* All campus continue to be welcome to attend and participate
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|  | Program Review Application | * Allison, Ryan, and Christina Goff are on the sub-committee responsible for this. They will meet soon with Eng to review current specs and move the project forward.
* Eng has asked for volunteers to be Beta testers. Currently Clint Ryan, Eloine Chapman, Ruth Goodin, and Joe Meyer have volunteered.
* Gail agreed to find volunteers from student services
* Richard expressed concern about the timing of the release and that this should be a major priority
* It was decided the message about individuals using the Word templates and not waiting for the submission tool to complete program review would be included in a comprehensive communication to the campus (described in more detail under agenda items 6 and 8)
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|  | Announcements & Planning Related Committee Reporting | * Kiran has emailed the accreditation timeline to the campus. Standards committees are being formed. Personnel from the Planning committee would be a good fit to join standard 1. Bulk of the work occurs between now and March 2013.
* TLC met on 9.5.12. Planning should work closely this year with TLC to connect program review and planning to student learning and assessment.
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|  | Fall 2012 Comprehensive Review | * Ryan presented information to Dept. Chairs. All templates are available on P: drive.
* This year we must do BOTH comprehensive and annual program review.
* It was decided after much discussion that we should recommend to the president that both be due on the last day of FLEX in the Spring. This will be a FIRM deadline.
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|  | Focused FLEX in Fall 2012 | * This item was postponed until our next meeting. The sub-committee responsible for this event will meet before then to begin development of plans for next steps.
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|  | Program Review Data | * Data is now available through InSite in the SQL reporting tool.
* It was decided that a comprehensive email giving instructions on program review templates, getting data, and completing program review will be sent.
* Core Indicator trend data will be collected and uploaded to the P: drive by the office of instruction so that it can be analyzed and reported on by faculty.
* Tim Clow will be scheduled to do a training on the various SQL reporting tools including program review data and intervention tools that are being developed.
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|  | SENSE Administration | * Student Engagement Survey: Back up administrators are needed. Ruth, Gail, and Danielle volunteered as back-ups.
* Issue to remember in the future: All in class surveys should be reviewed by the union before being completed in order to ensure that they are not construed as a faculty evaluation. Next time we should also be sure that we communicate more directly with both Senates and management council in order to garner greater support from these bodies.
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|  | InSite Planning Page | * This item was deferred to our next meeting.
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|  | Other – Semester Schedule | * With all that must be done this semester, working subgroups should expect to meet regularly between meetings.
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Note-taker: Ruth Goodin